

December 3, 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance on Clearing CPOC Referral List Selections for CPOC Staff Members with Servicing Equal Employment Opportunity Offices (EEOO), Guidance Memorandum Number 01-26

This memorandum establishes policy to the Civilian Personnel Operations Centers (CPOCs) regarding the coordination of CPOC referral lists used to fill vacant staff positions with the host installation EEOO.

Since Army Garrisons and installations follow varying policies and procedures, it is important that all CPOC's follow local EEOO guidance regarding the review of CPOC selections to fill staff positions. The purpose of this memorandum is to ensure EEOO participation in the review of the selection process, without exception. While we would prefer to have a standard policy for all CPOC's on this matter, we must recognize that some procedures are not the same at all installations. If the host installation changes its policy, CPOC's will ensure they comply with the change.

Points of contact are Patricia Erdman at 410 306-1708 or Norman Guarinello at 410 306-1736.

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